

Instructions on how to get reimbursed.

1. Create an expense (ie- pay for something or receive and invoice for items bought/services received)
2. KEEP RECEIPT/INVOICE/PROOF OF PAYMENT/Fundraiser Form
3. Complete A-19
 - Enter agency name
 - Name and complete address of who is receiving the money
 - Date of purchase or invoice
 - Brief description of what was purchased and the event it was purchased for
 - Amount needed to be reimbursed
 - Contact number
4. Print
5. Sign
6. Attach original receipts/invoices/proof of purchase & Fundraiser Form
7. Send to:
 - Combined Fund Drive
 - Attn: April Watts
 - MS: 47530
 - or
 - Combined Fund Drive
 - Attn: April Watts
 - PO Box 47530
 - Olympia, WA 98504

**** If you have any questions/suggestions/concerns, please call April at 360.664.1995.